Section J List of Attachments

List of Attachments

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J.1   Glossary

Access	A specific type of interaction between a subject (i.e., person, process, or input device) and an object (i.e., an AIS resource such as a record, file, program, output device) that results in the flow of information from one to the other. Also, the ability and opportunity to obtain knowledge of classified, sensitive unclassified, or unclassified information.
Access Control	The process of limiting access to information or to resources of an ADP system to only authorized users.
Accountability Information	A set of records, often referred to as an audit trail, which collectively provides documentary evidence of the processing or other actions related to the security of an ADP system..
Application Software	The term applied to programs designed to perform specific user functions.

Audit	An independent review and examination of system records and activities to test for adequacy of system controls, to ensure compliance with established policy and operational procedures, and to recommend any indicated changes in controls, policy, or procedures.
Audit Trail	A chronological record of system activities that is sufficient to enable the reconstruction, reviewing, and examination of the sequence of environments and activities surrounding or leading to an operation, a procedure, or an event in a transaction from its inception to final results.
Authorization	The privilege granted to an individual by a designated official to access information based upon the individual's clearance and need-to-know. The granting of access rights to a user, program, or process.
Capability Maturity Model Integration (CMMI®)	An integrated CMM model that encompasses the key elements for enterprise-wide process improvement. The current CMMI includes the disciplines of Software Engineering (SW), Systems Engineering (SE), Integrated Product & Process Development (IPPD) and Supplier Sourcing (SS).
Classified Information	National security information that has been classified pursuant to Executive Order 12356.
CMMI® for Software Engineering (CMMI-SW)	At a minimum the version of the CMMI model that contains only the software engineering discipline.
Compromise	The disclosure of classified data to persons who are not authorized to receive such data.
Computer Virus	A program that "infects" computer systems in much the same way as a biological virus infects humans. The typical virus "reproduces" by making copies of itself and inserting them into other programs--either in systems software or in application programs.
Corporate Systems	Part of the three tiered approach of the IRS's Tax Systems Modernization program. Designation as "corporate" means a system will support tax processing and management information data and will serve more than one functional user's needs.
Critical Resources	Those physical and information assets required for the performance of the site mission.
Data	A representation of facts, concepts, information, or instructions suitable for communication, interpretation, or processing by humans or by an AIS.

Documentation	The management of documents, which may include the actions of identifying, acquiring, processing, storing, and disseminating; to process a document, program, or system in accordance with accepted standards.
Equipment	An all-inclusive term that refers either to an individual machine or to the total complement of machines required to operate as an integrated group.
Equipment and/or Operating Software Failure	A malfunction in the contractor-supplied equipment and/or operating software, excluding all external factors, which prevents the accomplishment of the job.
Facility	A physically definable area consisting of a controlled space that contains national security of SBU information-processing equipment.
Facility Security Clearance	An administrative determination made by the DIS that a facility is eligible from a security standpoint for access to classified information of the same or lower security category as the level of clearance being granted.
Federal Information Processing Support Services (FIPSS)	FIPSS are those services defined by the solicitation. They are non-personal services covering the full spectrum of ADP and telecommunications skills.
Independent Government Cost Estimate (IGCE)	An IGCE is a detailed and realistic estimate of the cost to complete a task. At minimum, the IGCE will include an estimate of the labor categories, number of hours, travel and Other Direct Costs (ODC) needed to complete a task.
Internal Revenue Code (IRC)	The record of the laws that govern the United States tax system.
Internal Revenue Manual (IRM)	A compilation of procedures and practices developed to implement the IRC and policies of the IRS.
Key	Information used initially to set up and periodically change the operations performed in cryptographic equipment for the purpose of encrypting and decrypting electronic signals.
Key Management	Process by which key is generated, stored, protected, transferred, loaded, used, destroyed.

Label	The marking of an item of information to reflect its security classification. (a) Internal Label - the marking of an item of information to reflect the classification of the information within the confines of the medium containing the information. (b) External Label - The visible and readable marking on the outside of the medium or the cover of the medium that reflects the classification of the information resident within the medium.
Local Travel	Travel conducted on official business within a 50-mile radius of the official duty station. Local travel does not include travel to and from work.
National Office (NO)	The national office of the IRS, located in and near Washington, DC.
National Security	The national defense or foreign relations of the United States.
Off-Site	The Government's facility (e.g., all work will be performed off-site, this means all work will be performed at Government facilities).
On-Hold	Work under a task order has been frozen by written order from the CO.
On-Site	The contractor(s)' facilities (e.g., all work will be performed on-site, this means all work will be performed at the contractor(s)' office).
Personnel Security	The procedures established to ensure that all personnel who have access to any classified information have had the necessary personnel investigation completed on them, have the required authorizations, and have been granted the appropriate security clearances.
Personnel Security Clearance	An administrative determination that an individual is eligible from a security point of view for access to classified information of the same or lower category as the level of the personnel security clearance being granted.
Physical Security	(a) The use of locks, guards, badges, alarms, procedures, and similar measures (alone or in combination) to control access to the classified AIS and related equipment. (b) The measures required for the protection of the structures housing the classified AIS, related equipment, and their contents from espionage, theft, waste, fraud, abuse, or damage by accident, fire, and environmental hazards.
Pre-Task Meeting	A discussion with the contractor prior to development of the Task request to analyze the user's requirements and to obtain input from the contractor on the most efficient and cost-effective approaches for accomplishing those requirements. It is strictly a discussion of potential work and does not represent a commitment on the Government's part.

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Pre-Task Proposal Meeting or Teleconference	A discussion, generally requested by the contractor, to clarify task requirements prior to developing the task proposal.
Process Analysis Review Methodology (PARM)	The methodology employed by the IRS to review, monitor, and verify contractor CMMI®-SW maturity levels during the period of performance of the contract.
Program Management	To have charge or take responsibility for number of projects.
Program Manager (PM)	This person has program management responsibility for this contract and oversees the technical aspects of all work performed. The Program Manager also directly oversees the Lead COTRs. The Program Manager controls and prioritizes the work flow to the contractor and interfaces and coordinates with the COTRs, Organizational Coordinators, COs, and senior officials.
Project Management	To have charge or take responsibility for a specific task or set of tasks.
Quality Metrics	Standard of measurement, taken over a period of time, which communicates vital information about a process, resource or initiative.
Requirements Definition	To determine user requirements for information processing. To identify project concepts, objectives, limitations, and constraints.
Revision	A change to various identifiable documents contained within a Task Request (e.g., the Task Statement) which should be identified by number and date.
Scoring Parameters	Characteristic elements that express accomplishments or excellence by comparison to a standard or baseline.
Secure Area	A physically defined space containing classified matter (documents or material) subject to physical protection and personnel access controls.

Sensitive But Unclassified Information	Any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under section 5552a of title 5, USC (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest or national defense or foreign policy. This definition is synonymous with "Sensitive Information" as defined in Public Law 100.235, "The Computer Act of 1987," dated January 8, 1988. In addition, Treasury SBU information also includes trade secret or confidential information protected by Section 1905 of Title 18, USC (The Trade Secrets Act). All information designated Limited Official Use (LOU) is included within SBU information.
Site	One or more operational facilities, usually geographically contiguous, operated by or for the Treasury under the management and administrative direction of a Treasury bureau or Treasury bureau contractor.
Software Capability Rating	The CMMI-SW rating or maturity level achieved as the result of a Standard CMMI Appraisal Method for Process Improvement (SCAMPI^{SM}), conducted according to the SEI Appraisal Requirements for CMMI (ARC) Class A appraisal method, latest version.
Systems Software	The term applied to manufacturer-supplied programs used in computer systems.
Task	A unit of IT support service work in a defined subject or application area, having one or more related deliverable products.
Task Closeout	Ensuring that all necessary actions associated with the task order have been fulfilled, including receipt and acceptance of required deliverables; return of all GFE/GFI/GFS/GFP to the Government; outstanding issues have been resolved; and all vouchers have been received and processed.
Task Management	Day-to-day monitoring and oversight of the task order and the contractor's progress and performance in accordance with requirements, expenditures and schedules.
Task Order (TO)	The obligating document that specifies and authorizes work to be accomplished by the contractor to satisfy the Government's requirement. It includes the task request, the contractor's task request plan, any amendments thereto, and the task order form, IRS form 8235.

Task Proposal	The contractor's plan and price for accomplishing a task as set forth by the SOW. It consists of a technical proposal and a cost proposal. The technical proposal describes the work to be performed, the resources required to do the work (including the mix of skill categories and proposed hours by category), and a performance schedule. The cost proposal conveys the costs by resource category and a total estimated cost.
Task Request	Specification of the scope of work, the technical requirements, the required deliverable products, the acceptance criteria for deliverable products, the performance standards and the schedule. This document defines the user requirements for services.
Task Start-up	Implementation of the task order, generally starting with a kick-off meeting between the Government and the contractor to introduce key players; define roles and responsibilities; obtain information from the contractor to process necessary building and other access paperwork; establish a schedule for update or progress meetings; obtain provisions for GFE/GFI/GFS/GFP; and discuss milestone and deliverable schedules.
Technical Clarification	Guidance and interpretation which closes gaps in or clears up details for the contractor pertaining to the task order or otherwise completes the general description of the work set forth in the task order.
Term	Describes the scope of work in general terms and obligates the contractor to devote a specified level of effort for a stated time period.
Travel Cost	Costs which include transportation, lodging, meals, and incidental expenses which are incurred by contractor personnel who are in a travel status while on official business in accordance with the provisions of the contract.
Unauthorized Disclosure	A communication or physical transfer or classified information to an unauthorized recipient.
Verify	An evaluation of evidence provided by the CMMI-SW rating, which is conducted by the IRS in accordance with the Process Appraisal Review Methodology (PARM) after award of the contract.

J.2   Reserved

J.3   List Of Primary Software

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The following lists the primary software in the IRS and is provided as a reference tool for information on the types of systems and platforms that may require service under this contract. This list does not include utilities, application software, backup/recovery and other software running on IRS' systems. This list does not include other agencies that may utilize this contract. Therefore, this list is provided for information purposes only and detailed descriptions of software to be supported will be included in individual task orders (as required).

OPERATING SYSTEMS USED
DC-OSX
DYNIX
EXEC
HP-UX
LINUX
MP RAS
NT
OS2
OS390
RELIANT UNIX
SCO UNIX
SOLARIS
TPF
ULTRIX
VM-ESA
VXWORKS
WINDOWS 2000
WINDOWS XP
ZOS

DATABASE MANAGEMENT SYSTEMS
DB2
DMS
ENTERPRISE DIRECTORY SERVER
FOXPRO
IDMS
INFORMIX
MS ACCESS
ORACLE
POSTGRES SQL
PROGRESS
SQL SERVER
SYBASE SQL

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DATABASE MANAGEMENT SYSTEMS
TERADATA
VISUAL DBASE
XBASE

OTHER SYSTEM SOFTWARE (MIDDLEWARE)
APACHE PHP
APACHE-HTTP SERVER
AUTO CAD 2000 (AUTO CAD)
CLIPPER BULLETIN BOARD SYSTEM (BBS)
CUSTOMER INFORMATION CONTROL SYSTEM (CICS)
DB2 CONNECT
DEVELOPER 2000 V1
IMAGE SERVICES
INTELA V4
IOA
MAILMAN
ORACLE APPLICATION SERVER
ORACLE SQL NET V2
ORACLE SQL PLUS V3
PERIPRODUCER – PERSTUDIO
PL WEB TURBO
PLATEAU 4 LMS
PRO C
REPORT GENERATOR –VISION QUERY
RESIN
SEMWARE
SILVERSTREAM
SUITESPORT SERVER
TASKMASTER 2000
TRANSACTION INTERACTIVE PROCESSOR (TIP)
TUXEDO
VENICEBRIDGE
WEBSPHERE MQ – MQ SERIES

J.4   List of Current IRS Platforms

The following lists the current systems and networks in the IRS and is provided as a reference tool for information on the types of systems and platforms that may require service under this contract. This list does not include other agencies that may utilize

this contract. Therefore, this list is provided for information purposes only and detailed descriptions of hardware/software will be included in individual task orders (as required).

GENERAL COMPUTING PLATFORMS (DATA PROCESSING) MAINFRAMES	IBM, Unisys
Large Servers	Sun Enterprise-Fire, Fujitsu PrimePower, IBM Numa-Q
Servers	Sun, Sequent, Pyramid, IBM, HP, Siemens, NCR, Unix, PC, Linux, Wintel
Personal Computers	PC Desktop, Laptop, PDA
Storage & SAN	EMC Storage Platform, Hitachi Storage Platform
SPECIAL PURPOSE PLATFORM (COMMUNICATIONS)	
Data Communications	Cisco Router, Cisco ATM Switch, Cisco Ethernet Switch, Misc. Router-Switches, Remote Access Platforms
Contact-Call Centers	Microlog VRU, Aspect ACD, Brite VRU, Perifonics VRU
Voice Communications	Lucent Intuity VMS, Octel VMS

J.5   Contractor's Subcontracting Plan (Not Applicable to Small Business)

The following outline meets the minimum requirements of Public Law 95-507 and the FAR Subpart 19.7. It is intended to be a guideline. It is not intended to replace any existing corporate plan that is more extensive. If assistance is needed to locate small business sources, contact the Director, Office of Small Business Programs (202) 622-0530 or the bureau Small Business Specialist, Jodie Paustian, (202) 283-1199. Please note that the Department of the Treasury has subcontracting goals of **41**% for small business, **3** % for HUBZone small business, **5**% for small disadvantaged business, **5**% for women-owned small business, and **3**% for Service Disabled Veteran-Owned small business concerns for fiscal year **2004**. For this procurement, the Department of the Treasury expects all proposed subcontracting plans to contain the following goals, at a minimum, for small business **41**%, for HUBZone small business concerns **3**%, for small disadvantaged business concerns **5**%, for women-owned small business concerns **5**%, and for Service Disabled Veteran-Owned small business concerns **3**%. Although there is no statutory goal for Veteran-Owned small business (VOSB) concerns, a VOSB goal must be proposed in accordance with FAR 19.7 and should represent the offeror's effort to provide the maximum practicable subcontracting opportunities for VOSBs. These percentages shall be expressed as percentages of the total available subcontracting dollars.

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Identification Data:
Company Name: _____
Address: _____
Date Prepared: _____
Solicitation Number: **TIRNO-04-R-00017**
Item/Service: _____
Place of Performance: _____

1. TYPE OF PLAN: (Check only one).

☐   INDIVIDUAL PLAN: *In this type of plan all elements are developed specifically for this contract and are applicable for the full term of this contract.*

☐   MASTER PLAN: *In this type of plan, goals are developed for this contract; all other elements are standard. The master plan must be approved every three years. Once incorporated into a contract with specific goals, it is valid for the life of the contract.*

☐   COMMERCIAL PLAN: *This type of plan is used when the contractor sells products and services customarily used for non-government purposes. Plan/goals are negotiated with the initial agency on a company-wide basis rather than for individual contracts. The plan is effective only during year approved. The contractor must provide a copy of the initial agency approval, AND MUST SUBMIT AN ANNUAL SF 295 TO TREASURY WITH A BREAKOUT OF SUBCONTRACTING PRORATED FOR TREASURY (WITH A BUREAU BREAKDOWN, IF POSSIBLE).*

2. GOALS:

FAR 19.704(a)(1) requires separate dollar and percentage goals for using small business concerns, HUBZone small business concerns, small disadvantaged business concerns, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns as subcontractors for the base year and each option year. (Please note that the goals for HUBZone small business, small disadvantaged business, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns are sub-sets of the small business goal).

A. Estimated dollar value of all planned subcontracting, i.e., to all types of business concerns under this contract is:

Contract Period	Fiscal year	All Planned Subcontracting Dollars
Base Year		
Option Year 1		
Option Year 2		

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Option Year 3
Option Year 4

B. Estimated dollar value* and percentage of planned subcontracting to small business concerns is: *(This figure includes the amount in C., D., E., F., and G. below.)*

Contract Period	Fiscal year	Planned Subcontracting to Small Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

C. Estimated dollar value and percentage of planned subcontracting to HUBZone small business concerns is:

Contract Period	Fiscal year	Planned Subcontracting to HubZone Small Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

D. Estimated dollar value and percentage of planned subcontracting to small disadvantaged business concerns is:

Contract Period	Fiscal year	Planned Subcontracting to Small, Disadvantaged Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

E. Estimated dollar value and percentage of planned subcontracting to small women-owned business concerns is:

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Contract Period	Fiscal year	Planned Subcontracting to Woman-Owned Small Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

F. Estimated dollar value and percentage of planned subcontracting to veteran-owned small business concerns is:

Contract Period	Fiscal year	Planned Subcontracting to Veteran-Owned, Small Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

G. Estimated dollar value and percentage of planned subcontracting to service disabled veteran-owned small business concerns is:

Contract Period	Fiscal year	Planned Subcontracting to Service Disabled Veteran-Owned Small Businesses	
		Percent	Dollars
Base Year			
Option Year 1			
Option Year 2			
Option Year 3			
Option Year 4			

H. Supplies and/or services to be subcontracted under this contract, business size (i.e., SB, HUBZone, SDB, WOB, VOSB, SDVOSB, and LB), and the estimated dollar expenditure, are: (Check all that apply).

Supply/ Service	Compay Name *(if known)*	Business Size *(SB, HUBZone, SDB, WOB, VOSB, SDVOSB, LB)*	Dollar Amount

I.   Explain the methods used to develop the subcontracting goals for small, HUBZone small business, small disadvantaged, women-owned small business, veteran-owned small business, and service disabled veteran-owned small business concerns. Explain how the product and service areas to be subcontracted were established, how the areas to be subcontracted to small, HUBZone small business, small disadvantaged, women-owned small, veteran-owned small business, and service disabled veteran-owned small businesses were determined, and how the capabilities of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned and service disabled veteran-owned small businesses were determined. Identify all source lists used in the determination process.

_____

J.   Indirect and overhead costs ☐ Have Been ☐ Have Not Been included in the dollar and percentage subcontracting goals stated above. (Check one.)

K.   If indirect and overhead costs HAVE BEEN included, explain the method used to determine the proportionate share of such costs to be allocated as subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned, and service disabled veteran-owned small business concerns.

_____

3. PLAN ADMINISTRATOR:

FAR 19.704(a)(7) requires information about the company employee who will administer the subcontracting program. Please provide the name, title, address, phone number, position within the corporate structure and the duties of that employee.

Name: _____
Title: _____
Address: **Street**
                City, ST ZIP
Telephone: _____
Fax: _____
E-mail Address: _____
Position: _____

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Duties: Does the individual named above perform the following? (If NO is checked, please indicate who in the company performs those duties, or indicate why the duties are not performed in your company).

Duties of Plan Administrator	**Yes**	**No**
A. Developing and promoting company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to small, HUBZone small, small disadvantaged, women-owned small, veteran-owned, and service disabled veteran-owned small business concerns.	☐	☐
B. Developing and maintaining bidders' lists of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns from all possible sources.	☐	☐
C. Ensuring periodic rotation of potential subcontractors on bidders' lists.	☐	☐
D. Assuring that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small businesses are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.	☐	☐
E. Ensuring that subcontract procurement "packages" are designed to permit the maximum possible participation of small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small businesses.	☐	☐
F. Reviewing subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business participation.	☐	☐
G. Ensuring that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns.	☐	☐
H. Overseeing the establishment and maintenance of contract and subcontract award records.	☐	☐
I. Attending or arranging for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.	☐	☐
J. Directly or indirectly counseling small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns on subcontracting opportunities and how to prepare responsive bids to the company.	☐	☐

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Duties of Plan Administrator	**Yes**	**No**
K. Providing notice to subcontractors concerning penalties for misrepresentations of business status as small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, or service disabled veteran-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the contractor's subcontracting plan.	☐	☐
L. Conducting or arranging training for purchasing personnel regarding the intent and impact of Public Law 95-507 on purchasing procedures.	☐	☐
M. Developing and maintaining an incentive program for buyers that support the subcontracting program.	☐	☐
N. Monitoring the company's performance and making any adjustments necessary to achieve the subcontract plan goals.	☐	☐
O. Preparing and submitting timely reports	☐	☐
P. Coordinating the company's activities during compliance reviews by Federal agencies.	☐	☐

4. EQUITABLE OPPORTUNITY

[FAR 19.704(a)(8)](#) requires a description of the efforts your company will make to ensure that small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns will have an equitable opportunity to compete for subcontracts. (Check all that apply.)

A. Outreach efforts to obtain sources:

☐ Contacting minority and small business trade associations
☐ Contacting business development organizations
☐ Attending small and minority business procurement conferences and trade fairs
☐ Finding sources from the Small Business Administrations
☐ Procurement Network (ProNet)

B. Internal efforts to guide and encourage purchasing personnel:

☐ Presenting workshops, seminars and training programs
☐ Establishing, maintaining and using small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business source lists, guides and other data for soliciting subcontracts
☐ Monitoring activities to evaluate compliance with the subcontracting plan

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C.   Additional efforts: (Please describe.)

_____

5. CLAUSE INCLUSION AND FLOW DOWN

FAR 19.704(a)(9) requires that your company include FAR 52.219-8, "Utilization of Small Business Concerns", in all subcontracts that offer further subcontracting opportunities. Your company must require all subcontractors, except small business concerns, that receive subcontracts in excess of $500,000 ($1,000,000 for construction) to adopt and comply with a plan similar to the plan required by FAR 52.219-9, "Small Business Subcontracting Plan."

Your company agrees that the clause will be included and that the plans will be reviewed against the minimum requirements for such plans. The acceptability of percentage goals for small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns must be determined on a case-by-case basis depending on the supplies and services involved, the availability of potential small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business subcontractors and prior experience. Once the plans are negotiated, approved, and implemented, the plans must be monitored through the submission of periodic reports, including SF 294 and SF 295 reports.

6. REPORTING AND COOPERATION

FAR 19.704(a)(10) requires that your company (1) cooperate in any studies or surveys as may be required, (2) submit periodic reports which show compliance with the subcontracting plan; (3) submit SF 294, "Subcontracting Report for Individual Contracts," and SF 295, "Summary Subcontract Report," in accordance with the instructions on the forms; and (4) ensure that subcontractors agree to submit SF 294 and SF 295. The cognizant CO of the Treasury bureau must receive the report(s) within 30 days after the close of each calendar period. That is:

Calendar Period	Report Due	Date Due	Send Report To
10/01--03/31	SF 294	04/30	bureau CO
04/01--09/30	SF 294	10/30	bureau CO
10/01--09/30	SF 295	10/30	bureau CO

NOTE: A copy of the 295 report must also be sent to the Director, Office of Small Business Development, Department of the Treasury. The address is as follows:

Department of the Treasury

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Attn: Director, Office of Small
Business Development
1500 Pennsylvania Avenue, N.W.
Mail Code 655 15th/6099
Washington, DC 20220

7. RECORDKEEPING

FAR 19.704(a)(11) requires a list of the types of records your company will maintain to demonstrate the procedures adopted to comply with the requirements and goals in the subcontracting plan. (Check all that apply. If "No" is checked, please indicate why these types of records are not maintained).

Records Maintained	**Yes**	**No**
A. Small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concern source lists, guides, and other data identifying such vendors.	☐	☐
B. Organizations contacted for small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business sources.	☐	☐
C.On a contract-by-contract basis, records on all subcontract solicitations over $100,000 which indicate for each solicitation (1) whether small business concerns were solicited, and if not, why not; (2)whether HUBZone small business concerns were solicited, and if not, why not; (3)whether small disadvantaged business concerns were solicited, and if not, why not; (4) whether women-owned small business concerns were solicited, and if not, why not; (5) whether veteran-owned small business concerns were solicited, and if not, why not; (6) whether service disabled veteran-owned small businesses were solicited, and if not, why not; and (7) reasons for the failure of solicited small, HUBZone small, small disadvantaged, women-owned small, veteran-owned small, and service disabled veteran-owned small business concerns to receive the subcontract award.	☐	☐
D.Records to support other outreach efforts, e.g., contacts with minority and small business trade associations, attendance at small and minority business procurement conference and trade fairs.	☐	☐
E.Records to support internal activities to (1) guide and encourage purchasing personnel, e.g., workshops, seminars, training programs, incentive awards; and (2) monitor activities to evaluate compliance.	☐	☐

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Records Maintained   **Yes   No**

  F. On a contract-by-contract basis, records to support subcontract award
     data including the name, address and business size and ownership
     status (HUBZone, SDB, WOB, VOSB, SDVOSB, etc.) of each   ☐   ☐
     subcontractor. (This item is not required for company or division-wide
     commercial plans.)

  G.   Other records to support your compliance with the subcontracting plan:
      (Please describe)

      ‾‾‾‾‾

8. TIMELY PAYMENTS TO SUBCONTRACTORS

*FAR 19.702 requires your company to establish and use procedures to ensure the
timely payment of amounts due pursuant to the terms of your subcontracts with
small business concerns, HUBZone small business concerns, small disadvantaged
business concerns, women-owned small business concerns, veteran-owned small
business concerns, and service disabled veteran-owned small business concerns.*

Your company has established and uses such procedures:
          ☐   Yes   ☐   No

9. DESCRIPTION OF GOOD FAITH EFFORT

*Maximum practicable utilization of small, HUBZone small, small disadvantaged
women-owned small, veteran-owned small, and service disabled veteran-owned
small business concerns as subcontractors in government contracts is a matter of
national interest with both social and economic benefits. When a contractor fails to
make a good faith effort to comply with a subcontracting plan, these objectives are
not achieved, and 15 USC 637(d)(4)(F) directs that liquidated damages shall be paid
by the contractor.* In order to demonstrate your compliance with a good faith effort to
achieve the small, HUBZone small, small disadvantaged, women-owned small,
veteran-owned small, and service disabled veteran-owned small business
subcontracting goals, **outline the steps your company plans to take**. These steps
will be negotiated with the CO prior to approval of the plan.

      ‾‾‾‾‾

10. SIGNATURES REQUIRED

     SUBMITTED   Signature

                     Typed Name

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	Title Date Signature:	
REVIEWED	Typed Name: Title: Date: Signature:	**Contracting Officer**
REVIEWED	Typed Name: Title: Date: Signature:	**Small Business Specialist**
REVIEWED	Typed Name: Title: Date: Signature:	**Small Business Administration Representative**
APPROVED	Typed Name: Title: Date: Signature:	**Director, Office of Small Business Programs (or designee)**
ACCEPTED	Typed Name: Title: Date:	**Contracting Officer**

J.6   Reserved

J.7   Reserved

J.8   IRS Capability Maturity Model (CMMI®) Requirements

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J.8.1 Pre-Award CMMI® Validation

The goal of the Capability Maturity Model Integration® (CMMI®) validation effort during this source selection is to validate that contractors selected to perform IRS software development work are capable of practicing the Software Engineering Institute (SEI[SM]) CMMI-SW Level 2 maturity.

The source selection practice as suggested by the SEI recommends that the procuring agency field a Standard CMMI Appraisal Method for Process Improvement[SM] (SCAMPI[SM]) team to determine prospective software development contractors' CMMI® process maturity level. This is a very time-consuming, labor-intensive process and is not practical for multiple award acquisitions that are expected to consider many vendors. The objective of this approach, therefore, is to provide a means of validating contractor process maturity within the time constraints of the acquisition.

Small Business Set-Aside (SBSA) Contractors Contractors, shall provide evidence of process maturity in accordance with the IRS Policy and Procedure 39.1(B) CMM for software through the submission of SCAMPI[SM] (ARC Class A) results.

J.8.2 Data Submission Requirements

Data submitted by contractors may vary depending on whether the Contractor seeks award under the full and open competition or the partial small business set-aside competition.

SBSA Contractors seeking CMMI® validation shall submit data from at least one external SCAMPI[SM] (ARC Class A), but no more than three, that demonstrates software development compliance with SEI's Staged CMMI-SW Version 1.1. The submission material shall be dated within 12 months from the first day of the on-site period to the proposal due date to include the following information:

- Names, titles, organizational affiliation, address, phone number, and credentials of the external evaluation team
- Detailed final findings report and briefing
- Organizational chart showing affiliation of evaluated organization and proposing organization and number and type of staff associated with each component represented by the organizational chart
- Project profiles for each project evaluated providing details on the attributes of the projects: project description, application domain, software size, life cycle, project schedule, current phase of the project, and staffing profile

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- On-site period dates of performance and interview schedule detailing names, roles, and organizational affiliations of individuals interviewed

Contractors proposing under the Partial Small Business Set-Aside (SBSA) have two options:

a)   SBSA Contractors may validate its SEI CMMI-SW Level 2 status by providing the same CMMI information required for proposing under the full and open competition; or alternatively,

b)   SBSA Contractors may choose to defer validation of its SEI CMMI-SW Level 2 status until after contract award.

SBSA Contractors should carefully consider the advantages and disadvantages of their choice. A bidder that does not have current assessment data to submit may defer the expense of an assessment until after contract award. The IRS will not issue any software development tasks to any contractor until the IRS CMM Review Team has validated that the contractor's software engineering process maturity is CMMI-SW Level 2 or better. If the contractor chooses to defer process maturity validation, the amount of time after contract award that the contractor is ineligible to receive software development tasks may be substantial. It is also noteworthy that:

- SEI data shows that the number of organizations assessed at CMMI-SW Level 2 or better has significantly increased
- Under the current TIPSS contracts, IRS software development work constitutes over half the tasking

J.8.3   CMMI Level 2 Validation

Each SBSA Contractor's submission will be validated by members of the IRS CMM Review Team. The estimated completion time for each validation is no longer than two to three days per contractor.

Acceptance Criteria: The SCAMPI[(SM)] (ARC Class A) information submitted is validated against established criteria and must clearly indicate that:
- the Contractor is at a minimum, a CMMI-SW Level 2 organization
- the assessment was performed within 12 months from the first day of the on-site period to the proposal due date
- the assessment was performed on the proposing organization
- the assessment was performed in accordance with Assessment Requirements for CMMI (ARC) Class A Version V.1.1
- examined at least three projects

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- covered, taken together, at least 20% of the technical workforce proposed for software development.
- the assessment used SEI framework: CMMI-SW v 1.1 or later
- the assessment considered at least all process areas in CMMI-SW Level 2, including Configuration Management, Requirements Management, Project Planning, Project Monitoring and Control, Supplier Agreement Management, Measurement and Analysis, and Process and Product Quality Assurance (the Supplier Agreement Management process area may be out-scoped if the proposing organization does not propose to use subcontractors for any portion of the software effort)
- all Level 2 process areas were evaluated as "fully satisfied"
- the assessment was performed by qualified external assessors; specifically:
  - o all appraisal team members were SEI trained and certified in the Introduction to CMMI course and Intermediate Concepts of CMMI course.
  - o at least one member of the appraisal team has completed and is licensed and certified by the SEI as a SCAMPI Lead Appraiser (certificates for appraisal team members are required including the SEI SCAMPI Lead Appraiser number)

J.8.4   Post-Award Monitoring

Contractors developing software for the IRS shall maintain Level 2 or better in the process areas for CMMI-SW in order to continue to receive software tasking. The CMM Review Team will monitor contractor process maturity by:

- Using standard IRS Process Appraisal Review Methodology (PARM) processes,
- Performing annual cycles of review for CMMI, and
- Considering all types of appraisal data and process improvement infrastructure data as standardized by the PARM process.

J.9   Software Development Standards, Life Cycle (SDLC) Guidelines

J.9.1   Software Development Life Cycle (SDLC)

The Department of the Treasury Directive (TD) TD-84-01 establishes the IRM 2.5.X series and related IRMs as the authoritative guide for software development methodology. This set of IRMs provides comprehensive guidance on what technical documentation is necessary for development.

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System Information Bulletin (SIB)#S-00-06-01 dated July 28, 2000, compliments the SDLC/eSDLC by listing all required project folder requirements, as set forth by the ITS Process Improvement and Software Quality Section, Internal Management Division, BSD. This SIB will be replaced by IRM 2.5.15, which is currently in the review process.

J.9.2   Enterprise Life Cycle (ELC)

The IRS recognized a need to standardize management practices throughout major organizations. Examples of three primary project management methodologies used in the IRS are: IRS/Prime's Enterprise Life Cycle (ELC), Business Systems Development Enterprise Life Cycle Lite (ELC Lite), and Wage and Investment Business Systems Planning Tier B ELC. While each of these disciplines represent responses by organizations to their unique business needs, a common method is necessary to achieve the following goals:

- Alignment with the modernization of IRS systems
- Compliance with the Software Engineering Institute's Capability Maturity Model Integration for Software Engineering (CMMI-SW)
- Standardization of tools and processes
- Support Information Technology Services (ITS) business maintenance and existing systems.
- Support of a taxonomy or common terminology throughout IRS.

Projects are currently categorized by the following Tier designations:

a)   Tier A Technical Modernization Projects – Resources devoted to Information Technology Investment Account (ITIA)-funded projects and managed by the Business Systems Modernization Office (BSMO). This includes resources assigned as members of an Integrated Product Team (IPT), resources supporting an IPT, and ad hoc support to BSMO-sponsored work. Project scale is large with a two to three year timeframe.

b)   Tier B Improvement Projects - Resources devoted to new improvements, medium size (one to two year timeframe) and funded from improvement programs budget.

c)   Tier C Enhancements/ Stay-In-Business Projects - Resources devoted to all other types of projects (e.g., sustaining operations, legislative changes, and small enhancements to sustaining operations) funded from regular sustaining operations budget.

Tier projects will use the following versions of ELC:

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a) <u>Tier A</u> projects will continue to follow the mandated ELC Catalyst processes as managed through BSMO.
b) <u>Tier B</u> projects will use, at a minimum, the full life cycle as prescribed by this ELC Lite methodology (Reference Part II).
c) <u>New Tier C</u> projects will use, at a minimum, an abbreviated life cycle as prescribed by this ELC Lite methodology (Reference Part III). It is also the preferred approach for on-going systems. Circumstances may exist to warrant exceptions, which should be determined on an individual basis. Existing IRM processes, such as the Software Development Life Cycle (SDLC), will continue to be used, as well as all Modernization Information & Technology Services (MITS)-wide and IRS-wide standards and practices.

.10   Electronic & IT Accessibility Standards Evaluation (4/13/01)

Standards Group/Standard	CLIN	Fully Com- pliant	Partially Com- pliant	Non- Com- pliant	Notes
1194.21 Software Applications and Operating Systems (36 CFR 1194.21)					
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.					
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.					
(c) A well defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that assistive technology can track focus and focus changes.					
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to assistive technology. When an image represents a program element, the information conveyed by the image must also be available in text.					
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.					
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.					
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.					
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.					
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.					
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.					
(l) When electronic forms are used, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.					
Totals					
1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.					
1194.22 Web-based Intranet/Internet Information and Applications (36 CFR 1194.22)					
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.					
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.					
(d) Documents shall be organized so they are readable without requiring an associated style sheet.					
(e) Redundant text links shall be provided for each active region of a server-side image map.					
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.					
(g) Row and column headers shall be identified for data tables.					
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.					
(i) Frames shall be titled with text that facilitates frame identification and navigation.					
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.					
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.					
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21 Software Applications and Operating Systems, (a) through (l).					
(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.					
(o) A method shall be provided that permits users to skip repetitive navigation links.					
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.					
Totals					

Notes to 1194.22 Web-based Interanet/Internet Information & Applications:
1. The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 19999) published by the Web Accessibility Initiative of the World Wide Web Consortium:
Section 1194.22 Paragraph (a) WCAG 1.0 Checkpoint 1.1
Section 1194.22 Paragraph (b) WCAG 1.0 Checkpoint 1.4
Section 1194.22 Paragraph (c) WCAG 1.0 Checkpoint 2.1
Section 1194.22 Paragraph (d) WCAG 1.0 Checkpoint 6.1
Section 1194.22 Paragraph (e) WCAG 1.0 Checkpoint 1.2
Section 1194.22 Paragraph (f) WCAG 1.0 Checkpoint 9.1
Section 1194.22 Paragraph (g) WCAG 1.0 Checkpoint 5.1
Section 1194.22 Paragraph (h) WCAG 1.0 Checkpoint 5.2
Section 1194.22 Paragraph (i) WCAG 1.0 Checkpoint 12.1
Section 1194.22 Paragraph (j) WCAG 1.0 Checkpoint 7.1
Section 1194.22 Paragraph (k) WCAG 1.0 Checkpoint 11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0 Web pages that conform to WCAG 1.0, level A (i.e., all priority one checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply. WCAG 1.0 is available at http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505.

1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.

| **1194.23 Telecommunications Products** | | | | | |

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Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.					
(b) Telecommunications products, which include voice communication functionality, shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.					
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.					
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.					
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.					
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.					
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.					
(h) Where a telecommunications product delivers output by an audio transducer that is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.					
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.					
(k) Products which have mechanically operated controls or keys, shall comply with the following: (1) Controls and keys shall be tactilely discernible without activating the controls or keys.					
(2) Controls and keys shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2 N) maximum.					
(3) If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.					
(4) The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.					
Totals					
1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.					
1194.24 Video and Multimedia Products					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.					
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.					
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.					
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.					
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.					
Totals					
1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.					
1194.25 Self Contained, Closed Products.					

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Standards Group/Standard	CLIN	Fully Com- pliant	Partially Com- pliant	Non- Com- pliant	Notes
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach assistive technology to the product. Personal headsets for private listening are not assistive technology.					
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.					
(c) Where a product utilizes touch screens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).					
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.					
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.					
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.					
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.					
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.					
(j) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: (1) The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48-inch length (see Figure 1 of this part).					
(2) Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.					
(3) Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.					
(4) Operable controls shall not be more than 24 inches behind the reference plane (see Figure 2 of this part).					
Totals					

1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
1194.26 Desktop and Portable Computers					
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).					
(b) If a product utilizes touch screens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).					

Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.					
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards.					
1194.31 Functional Performance Criteria.					
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for assistive technology used by people who are blind or visually impaired shall be provided.					
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for assistive technology used by people who are visually impaired shall be provided.					
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for assistive technology used by people who are deaf or hard of hearing shall be provided.					
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for assistive technology used by people with disabilities shall be provided.					
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.					
1194.41 Information, Documentation, and Support					
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.					

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Standards Group/Standard	CLIN	Fully Com-pliant	Partially Com-pliant	Non-Com-pliant	Notes
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.					
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.					
NOTE: Figures 1 and 2 to Part 1194 are attached					
Totals					

1. Selective weighting can be done per standard as is appropriate. 2. Compliance at proposal submission equals 3; compliance by scheduled delivery date after insignificant or no contractor development equals 2; and compliance by scheduled delivery date after significant contractor development equals 1. No allowance is given here for partial compliance as gradations are difficult to verify and add complexity. Values among the three levels can be adjusted but should remain proportional due to the higher risk to the government of the two lower valued levels. 3. Weighted Value equals weight value multiplied by compliance-level value.

J.11   TIPSS–3 Conditional Access to Sensitive but Unclassified Information Non-Disclosure Agreement

I, _____, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to certain United States Government documents or material containing sensitive but unclassified information.

I understand and agree to the following terms and conditions:

1.   By being granted conditional access to sensitive but unclassified information, the United States Government has placed special confidence and trust in me and I am obligated to protect this information from unauthorized disclosure, in accordance with the terms of this Agreement.
2.   As used in this Agreement, sensitive but unclassified information is any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Title 5 USC § 552a, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy.
3.   I am being granted conditional access contingent upon my execution of this Agreement for the sole purpose of TIPSS-3, contract number TBD. This approval will permit me conditional access to certain information, (e.g., documents, memoranda, reports, testimony, deliberations, maps, drawings, schematics, plans, assessments, as identified under individual task orders) and/or to attend meetings in which such information is discussed or otherwise made available to me. This Agreement will not allow me access to materials which Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies have predetermined, in its sole discretion, are inappropriate for disclosure pursuant to this Agreement. This may include sensitive but unclassified information provided to Treasury by other agencies of the United States Government.
4.   I will never divulge any sensitive but unclassified information, which is provided to me pursuant to this Agreement to anyone, with the exception of being advised in writing by the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies that the individual is authorized to receive it. Should I desire to make use of any sensitive but unclassified information, I will do so in accordance with paragraph 6 of this Agreement.
5.   I will submit to the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies as specified in the individual task orders for security review. Prior to any submission for publication, any book, article, column or other written work for the general publication that is based upon

any knowledge, obtained during the course of my work on TIPSS-3. This is placed in order for the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies, to ensure that no sensitive but unclassified information has been disclosed.

6.   I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result or may result from any disclosure, publication, or revelation of sensitive but unclassified information not consistent with the terms of this Agreement.

7.   If I, am permitted at the sole discretion of the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies, to review any official documents containing sensitive but unclassified information, such review will be conducted at a secure facility or under circumstances, which will maintain the security protection of such material. I will not be permitted to and will not make any copies of documents or parts of documents to which conditional access is granted to me. All notes taken during the course of such access will remain with the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies, and placed in secure storage. If it is determined differently, by the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agency officials that the notes contain no sensitive but unclassified information, they will not be securely stored. If I wish to have the notes released to me, the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agency officials will review the notes for the purposes of deleting any sensitive but unclassified information to create a redacted copy of the notes. If I do not wish a review of any notes that I make, those notes will remain sealed inside of secure storage at the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies.

8.   If I violate the terms and conditions of this Agreement, I understand that the unauthorized disclosure of sensitive but unclassified information could compromise the security of the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies.

9.   If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to sensitive but unclassified information. This may serve as a basis for denying me conditional access to the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agency information, both classified and sensitive but unclassified information in the future. If I violate the terms and conditions of this Agreement, the United States may institute a civil action for damages or any other appropriate relief. The willful disclosure of information to which I have agreed therein not to divulge may constitute a criminal offense.

10.   When and until I, am provided with a written release by the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies from this Agreement or any portions of it, all conditions and obligations contained in this Agreement still apply. My period of conditional access shall terminate at the conclusion of my work onTIPSS-3, and at all times thereafter.

TIPSS-3 CONTRACT NUMBER: «Contract_»

11.   Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be, unenforceable, all other provisions shall remain in full force and effect.

12.   I understand that the United States Government may seek any remedy available to enforce this Agreement, including but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement.

13.   By granting me conditional access to information in this context, the United States Government does not waive any statutory or common law evidentiary privileges or protections that it may assert in any administrative or court proceeding to protect any sensitive but unclassified information to which I have been given conditional access under the terms of this Agreement.

14.   These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 12356; of Section 7211 of Title 5 USC, which governs disclosures to Congress; section 1034 of title 10 USC as amended by the Military Whistleblower Protection Act, which governs disclosure to Congress by members of the military; section 2302(b)(8) of title 5 USC, as amended by the Whistleblower Protection Act, which governs disclosures of illegality, waste, fraud, abuse or public health or safety threats; the Intelligence Identities Protection Act of 1982 (50 USC 421 et seq.), which governs disclosures that could expose confidential Government agents, and the statutes which protect against disclosure that may compromise the national security. This includes Sections 641, 793, 794, 798, and 952 of Title 18 USC, and Section 4(b) of the Subversive Activities Act of 1950 (50 USC section 783(b). The definitions, requirements, obligations, rights, sanctions and liabilities created by said Executive Order are listed statutes, which incorporate into this Agreement and are controlling.

15.   My execution of this Agreement shall not nullify or affect in any manner any other secrecy or nondisclosure Agreement I have executed or may execute with the United States Government.

16.   I make this Agreement in good faith, without mental reservation or purpose of evasion.

_____   _____
Signature   Date

This Agreement was accepted by the undersigned on behalf of the Department of the Treasury, the IRS, Treasury Bureaus, and other federal agencies as a prior condition of conditional access to sensitive but unclassified information.

_____   _____
IRS Representative   Date

J.12   Certificate of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in FAR section 2.101 and required under FAR subsection 15.401 required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the CO or to the COTRs representative in support of _____* are accurate, complete, and current as of _____**. This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between the Contractor and the Government that are part of the proposal.

Firm   _____

Signature   _____

Name   _____

Title   _____

Date of execution   _____***

* Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g. RFP No.).
** Insert the day, month, and year when price negotiations were concluded and price agreement was reached or, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.
*** Insert the day, month, and year of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

<div align="center">(End of Certificate)</div>

NOTE: The Contractor shall be required to submit a CERTIFICATE OF CURRENT COST OR PRICING DATA for each CPFF task order negotiated in the amount of $550,000 or more.

J.13   Guidelines for Software Development Plan (SDP)

This information is expected to be present regardless of the contractor's choice of SDP format. This document is broken down into two parts: 1) Guidelines for use of a Software Development Plan and 2) Contractor's Guidelines for a Software Development Plan. The first is for use by the IRS to provide guidance in using an

SDP provided by the contractor. The second provides guidance to the contractors on what the IRS will be looking for in their SDP.

J.13.1   IRS Guidelines For Use Of A Software Development Plan (SDP)

J.13.1.1 Introduction

The SDP describes a developer's plans for conducting a software development effort. The term "software development" is meant to include new development, modification, reuse, reengineering, maintenance, and all other activities resulting in software products.

J.13.1.1.1   Purpose of the SDP

The SDP provides the IRS insight into, and a tool for monitoring, the processes the contractor follows for software development, the methods to be used, the approach to be followed for each activity, and project schedules, organization, and resources. The SDP defines software management processes to be followed and the responsibilities, standards, procedures, and organizational relationships for all software activities associated with the task. It explains how the contractor will adhere to the IRS management, engineering, and assurance requirements for contractors of software. It is expected that, by requesting and managing the contractor by an SDP, the IRS will have a better understanding of the contractor's processes for performing the desired software development task.

The SDP outline presented in section J.13.2.1 should be used as a guideline by the COTR for tailoring a request for an SDP that is specific to the tasks described by the SOW . To this end, these guidelines should be familiar to the Organizational Coordinator (OC), the IRS project management requesting the work to be done, the Lead COTR, and the task coordinator as well as the COTR responsible for drafting and managing the applicable SOW.

J.13.1.1.2   When to Use an SDP

Where possible, the contractor should include an SDP with the proposal. As such, it may not be possible for the contractor to provide a complete response to the SOW in only five days, depending on the complexity of the software development effort requested. Consideration should be given to extending the contractor response time since an accurate estimate of the contractor's effort requires knowledge of the type

of information found in the SDP. The contractor should maintain the SDP throughout the software life cycle by incorporating those changes resulting from milestone reviews and risk abatement decisions. Revisions to the SDP are to be presented by the contractor during the next formal review. Only when the IRS has defined and documented functional requirements for the software development effort can the contractor include an SDP in its proposal.

Where functional requirements have not yet been defined and documented, the contractor should submit an SDP at the orientation briefing. If definition of the software development effort is requested in the same SOW, for example, the contractor will not likely be able to develop a specific SDP for the development effort requested. Revisions to the SDP are to be presented by the contractor during the next formal review.

J.13.2   Contractor Guidelines for a SDP

J.13.2.1   Content

The contractor's SDP should be tailored to reflect the constraints and responsibilities of the overall IRS project for which the task described by the IRS SOW contributes, such as the chosen software development methodology. The level of detail provided by the plan should be consistent with the level of effort expended on the job. A multi-million dollar, several year development effort warrants a very detailed, expansive SDP. The SDP for a three-month, one-person effort should be considerably less lengthy.

The following paragraphs describe a generic outline that can be used to solicit the information the IRS requires in a contractor's SDP, as necessary foe CMMI® Level 2. This outline requests the basic types of information that should be represented in an SDP and should be tailored to fit the chosen software development methodology. The italicized words below represent elements of the SDP, as given to the contractor in the SOW, that are expected to be present regardless of the contractors choice of SDP format. The remaining text describes the information that is requested.

Note: The discussion below refers to software development practices that would be performed by the contractor as specified in SOW and should not be confused with software development activities performed by internal IRS software development organizations.

a)   INTRODUCTION
         1)   Background - Describe the IRS project and the role of the software to be developed according to this SDP.

    2)   <u>Scope</u> - Present the scope of the SDP as it relates to the associated SOW

    3)   This information is usually stated in the SOW. It is requested here to confirm that the contractor has a clear understanding of the effort.

b)   PROJECT MANAGEMENT

    1)   Software Development Organization - Provide a description of the contractor's organization that will accomplish this task. Describe internal interfaces, especially interfaces among development, test, and QA, as well as points of contact with the IRS.

    2)   Contractor's software activities should be organized and structured such that their management interfaces with the IRS project, hardware, and service contractors, and one another are appropriate in kind and scope of authority.

    3)   In order to interface with the Project organization and to carry out the responsibilities of developing software, the contractor organization should designate:

        i)   A qualified software specialist to act as its highest level Software Manager (SM) for all software development functions related to this task. The contractor's SM should be responsible for planning and directing all aspects of software developments, acquisitions, subcontracting, products, and services. The SM should be identified in the contractor's Software Management Plan by name, title and organizational placement. Should the contractor choose to further delegate responsibilities, lower level managers should report to the contractor's SM and they should also be identified in the SDP.

        ii) A qualified software specialist to act as Software Assurance Manager (SAM) for all software activities related to this task. The SAM should have a reporting channel to management of the contractor's organization that is independent of the contractor's Project management and software development function.

        iii) A Configuration Management Officer to manage and direct the contractor's configuration management process.

        iv) An Independent Software Test Group (ISTG) for all software testing except unit level development testing. Although the ISTG should not include persons involved in the development of the software, members of the development activity may participate in testing in a supporting role.

    4)   <u>Subcontracting Plan</u> - Show how the contractor uses this SDP to manage subcontractors, where applicable.

    5)   <u>Metrics -</u> Explain the techniques that the contractor applies to determine the effort, resources, time, and cost required for various elements of the task. Explain the use of metrics in managing the task.

        i)   Each software contractor should indicate a consistent and repeatable methodology that will be used to develop, allocate,

analyze, and revise, when requested by the IRS, software development staff hours, skill mix, and schedule estimates. The contractor's SDP should document the methodology and parameters used to produce the estimates contained in their development plans. If the contractor's estimating models and planning criteria are industry standards or are commonly used and well documented in the technical literature, contractors need only identify them. If the estimating models and planning criteria used are unique or proprietary, they must be described in sufficient detail to enable the IRS to emulate them and to authenticate that emulation using the contractor's parameters.

ii) The contractor should establish and use a procedure for quantitatively measuring and reporting software development progress. The program should consist of three elements:

(1) a scheme which assigns numerical progress values (NPVs) to development achievements

(2) a set of procedures for awarding value to products, and

(3) mechanisms for documenting and tracking the quantitative status of each software component.

iii) The quantitative progress assessment program and its component elements should be completely defined within the contractor's SDP. The contractor's procedures for awarding NPVs to products should be based on documents that record the results of inspections, reviews, audits, tests and reports.

6) Reporting - Explain how and at what intervals the contractor measures progress and reports progress to the IRS.

i) The contractor should present the IRS with at least planning period status reports to show measured progress against the plan. Reports should be jointly reviewed by the contractor and IRS project managers. Problems should be reported in monthly status reports and tracked until resolved. Staff changes and deviations from the resource plan should be included in monthly reports.

ii) At each milestone described in the schedule and at each monthly status review, the contractor should address the current status of the contractor's software accomplishments. The review should present accomplishments as measured by the contractor's earned value system in light of planned and actual expended staff-hours, available resources, and schedules. If the actual NPV, resource profile, or schedule are more than 15 percent out of line with those established by the SDP for the current point in the development process, the contractor's presentation should show how schedule and/or resource shortfalls are to be recovered. The software contractor should provide new estimates of cost and schedule to complete for Project review and approval. The accepted estimates

should be used for assessment during the next phase of development.

c) SOFTWARE REQUIREMENTS
   1) <u>Purpose and Description</u> - Provide a top-level narrative description of the software and its primary functions.
   2) <u>Allocated Requirements</u> - List the system requirements to be satisfied by the software as presented in the SOW or accompanying design documents. This section may reference other documents.

d) TECHNICAL APPROACH
   1) <u>Methodology</u> - Explain how the contractor plans to accomplish the development effort. Include specific development techniques, required software and hardware tools, and the use of non-development software.
      i) To facilitate cost-effective development and support of deliverable software, the contractor is encouraged to perform a cost/benefit analysis in determining whether to incorporate non-developmental software (NDS) into the software design. NDS may include Commercially available (COTS) software, Government-furnished software (GFS), public domain software, and proprietary software. The contractor should identify all NDS that will be used.
   2) <u>Procedures and Standards</u> - Explain how the contractor addresses the following, particularly in accordance with the IRS standards cited in the SOW:
      i) Software Life Cycle - Proposed adaptations to the IRS Life Cycle as described in IRM 2361, such as development by builds, incremental development and/or phased delivery should be described in the contractor's SDP. In proposing any adaptation, the contractor should describe the reviews and their relationships to the life cycle phases, and the baselines to be struck at the completion of the reviews.
      ii) Quality Assurance - A Software Quality Assurance (SQA) program is a planned and systematic approach to the evaluation of the quality of and adherence to software product standards, processes, and procedures. SQA includes the process of assuring that standards and procedures are established and are followed throughout the software acquisition life cycle. Compliance with agreed-upon standards and procedures is evaluated through process monitoring, product evaluation, and audits. Software development and control processes should include approval points. At these points, an SQA evaluation of the product should be performed in relation to applicable standards.
      iii) Configuration Management - Software Configuration Management (SCM) is the discipline of identifying the configuration of software at discrete points in time and systematically controlling changes to the identified configuration for the purpose of maintaining software

integrity and traceability throughout the software life cycle. In order to accomplish the objective given in the above definition, the contractor should implement four SCM functions and document them in the SDP:

(1) Configuration Identification: Identification of the components that make up the software system and definition of its functional characteristics

(2) Configuration Control: Control of changes to those components

(3) Configuration Status Accounting: Reporting of status of the processing of change requests and their implementation status

(4) Configuration Authentication: Audits to authenticate that the controlled items meet their requirements and are ready for delivery.

iv) Risk Management - An organized software risk management program provides a systematic assessment and control of potential safety, security, technical performance, cost, and schedule risks associated with the development and operational use of Project software. The contractor's risk management program should be documented in the SDP.

v) Testing and Acceptance Criteria - Formal reviews at the end of each life cycle phase include the Software Requirements Review, the Software Preliminary Design Review, the Software Critical Design Review, and the Software Test Readiness Review. These reviews should encompass the items to be included in the configuration management baselines to be established after the successful completion of the review.

(1) The IRS and contractor should establish a nonconformance or problem reporting and corrective action procedure (NRCA), which should provide for the recording of nonconformance, the evaluation of impact and establishing of priority, the tracking and reporting of status, and the closure after testing. A nonconformance should be defined as a deviation of any product from its requirements or standards. QA Problem Definition forms should be filed against any product in any phase of the software life cycle after a product is first approved or baselined by its developer and released for wider use. The NRCA procedure should interface with the CM system in order to track the product changes and versions that result from correcting nonconformance.

vi) Security and Privacy Assurance Planning. The IRS may conduct a security assessment process by considering and categorizing the sensitive information that is to be managed and controlled by the software to be developed. The information, including both programs and data, should be categorized according to its sensitivity. Based on the categorization, the contractor should

develop security requirements. The security requirements should encompass system access control, including network access and physical access; data management and data access; environmental controls (power, air-conditioning, etc.) and off-line storage; human resource security; and audit trails and usage records.

e)   SCHEDULE

    1)   Work Breakdown Structure (WBS)- Provide a WBS as a framework for staffing and managing the software development effort.

      i)   The WBS is used in the process of preparing cost estimates. Where needed, the contractor should add and define sub-activities. The sub-activities and the cost accounts definitions should be used as part of the cost estimation process and supplied to the IRS as required in procurement documents. If this information is provided in the proposal, it need not be repeated in the contractor's SDP.

    2)   Schedule

      i)   Provide a detailed graphical schedule(s) that includes, at a minimum:

        (1) task deliverables

        (2) interim milestones for tracking deliverables on a monthly basis

        (3) start and stop dates for all activities at the lowest level of the WBS) described in the proposal

        (4) all milestones identified in the software life-cycle and QA Plan

        (5) all project reviews, including monthly status reviews

      ii)   The Master Schedule, generated by the contractor for all phases of development, should concur with the specific IRS deliverables and milestones presented by the IRS in the SOW. The contractor's software development schedule should include all applicable life cycle milestone events.

      iii) Contractors should maintain a hierarchical set of software schedules that are consistent with the WBS and the Master Schedule. The contractor's schedules should show the activities and events broken down by two-week intervals. Changes in the hierarchical schedules that affect the Master Schedule should be included in the contractor's monthly management reports. Proposed changes that affect the Master Schedule should be submitted for IRS review and approval before changes to the Master Schedule are made. Revised contractor schedules that include a Master Schedule change should be delivered to the IRS.

f)   Resources

    1)   Staffing - List the number and types of personnel required during each phase of the development.

    2)   Equipment - List all equipment required to support the development of Project software, including requirements for a Software Support Environment (SSE) that includes CASE tools.

TIPSS-3 CONTRACT NUMBER: «Contract_»

3) <u>Materials and Facilities</u> - List and describe all materials, facilities, and other resources, including the software portions of the SSE, required to support the development of the Project software.

4) <u>Non-development Software -</u> Identify the COTS and GFE software that the contractor will use on this task and explain the specific benefits and risks that will arise.

5) <u>Other</u> - Describe any resource requirements not listed above.

The information provided in this section is very specific to the software effort and not usually addressed by the SOW.

J.14 Reports

J.14.1 Deliverables Cover Letter

Company Letterhead

Date (MM/DD/YYYY format)

Department of the Treasury
Internal Revenue Service (or Bureau Name)
Name & Address of Recipient

ATTENTION: (Contracting Officer Name, Contracting Officer) (or Lead COTR or COTR)

REFERENCE: (TIPSS-3 contract Number and Task Order Number, if applicable)

SUBJECT: (Deliverable Description)

Dear Mr. or Ms. Xxxx;

In accordance with the above referenced contract (and task order, if applicable), (Contractor Name) submits the enclosed (reports or deliverables).

Copies of the attached are also being provided to (CO, Lead COTR and/or COTR or other appropriate POC).

Should you have any questions, please contact the undersigned at (###) ###-####.

Sincerely,

TIPSS-3 CONTRACT NUMBER: «Contract_»

Name
Title

Enclosure(s):

cc:

J.14.2   Deliverables Acceptance Form

Inspection, Acceptance & Receiving Report
Contractor Name
Contract Number
Task Order Number

Department of the Treasury
IRS (or Bureau Name)
Name & Address of Recipient (COTR)

Date Delivered: Date (MM/DD/YYYY)

Task Order Deliverable No.	Description	Quantity	Location Delivered (if different from above)	Date Accepted

All the requirements have been received, inspected and accepted by me, the COTR, and meet the terms of the contract except as noted below: (*List the requirements that were not accepted and/or not delivered and state the reason why*)

TIPSS-3 CONTRACT NUMBER: «Contract_»

J.14.3   Completion TO Status Report

for the Period *Date (M*M/DD/YYYY*)* to *Date (M*M/DD/YYYY*)*
Contractor Name
Contract Number
Task Order Number
Report *Date (M*M/DD/YYYY*)*

Task Title	Task Title	Phone
COTR	COTR Name	(###) ###-####
Lead COTR	Lead COTR Name	(###) ###-####
contractor Project Manager:	Project Manager Name	(###) ###-####

Period of Performance: Date (MM/DD/YYYY format) to Date (Original)
                                          Date (MM/DD/YYYY format) to Date (Latest
                                          Modification #)

I.   EARNED VALUE INFORMATION

Planned Value to Date (Budgeted Cost of Work Scheduled) $ ###,###
Earned Value to Date (Budgeted Cost of Work Performed) $ ###,###
Actual Costs to Date (Actual Costs of Work Performed) $ ###,###
Schedule Variance (BCWP - BCWS)[1] $ ###,###
Cost Variance (BCWP - ACWP) $ ###,###

II.   SCHEDULE INFORMATION

Actual Start Date   *Date (M*M/DD/YYYY)
Estimated Completion Date   *Date (M*M/DD/YYYY*)*
(Based on available funds)

III.   TO COST SUMMARY

Current Task Value (Negotiated Amount) $ ###,###
Total Obligation Amount to Date $ ###,###
Labor Costs to Date (includes Subcontractor costs) $ ###,###
Travel Costs to Date $ ###,###
Other ODC Costs to Date $ ###,###
Total Actual Costs to Date $ ###,###
Amount Invoiced to Date $ ###,###
Amount Paid to Date $ ###,###

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[1] Use parenthesis if negative

TIPSS-3 CONTRACT NUMBER: «Contract_»

Estimate to Complete $ ###,###
                                            Hours   ####
Estimate at Completion $ ###,###
                                            Hours   ####

IV.   TO HOURS DETAIL

Labor Category	Current Period Planned Hours	Current Period Actual Hours	Cumulative Planned Hours To Date	Cumulative Actual Hours To Date	Total Planned Hours	Total Negotiated Hours
(List each labor category separately and include subcontractor hours)						
Totals						

V.   TO COST DETAIL

Labor Category	Current Period Planned Cost	Current Period Actual Cost	Cumulative Planned Cost To Date	Cumulative Actual Cost To Date	Total Planned Cost	Total Negotiated Cost
(List each labor category separately and include subcontractor cost)						
Total Travel						
Total Other ODCs						
Total LABOR, TRAVEL AND ODCs						

VI.   TO STATUS SUMMARY
(Provide a brief overview of the work to be accomplished for the overall task and the status of the task order.)

a)   WORK ACCOMPLISHED DURING THIS PERIOD
     (Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

b)   ISSUES OR ANTICIPATED/CURRENT PROBLEMS

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(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates, the Estimated Completion Date, the software development plan schedule, or costs. Explain variances in schedule and/or cost that exceed plus or minus 10%. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:
1)   the Estimated Completion date exceeds the scheduled completion date
2)   an actual delivery date is different from the deliverable due date, and/or
3)   the Estimate at Completion exceeds the current task value.

c)   PLANNED WORK FOR NEXT PERIOD
(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the task order would be proposed in this section.)

VII.   DELIVERABLES STATUS

Deliverable Name	Deliverable Number	Status (In Progress, On Hold, Completed, Canceled)	Due Date	Expected Delivery Date	Actual Delivered Date	Customer Acceptance Date
(List each individual deliverable identified in the task order.)						

J.14.4   TIPSS-3 Term/T&M TO Status Report (Under $500k)

for the Period *Date (MM/DD/YYYY)* to *Date (MM/DD/YYYY)*
Contractor Name
Contract Number
Task Order Number
Report Date (MM/DD/YYYY)

Task Title	Task Title	Phone
COTR	COTR Name	(###) ###-####
Lead COTR	Lead COTR Name	(###) ###-####
contractor Project Manager:	Project Manager Name	(###) ###-####

TIPSS-3 CONTRACT NUMBER: «Contract_»

Period of Performance: *Date (MM/DD/YYYY format) to Date*
                                          (Original)
                                          Date (MM/DD/YYYY format) to Date (Latest
                                          Modification #)

I. SCHEDULE INFORMATION

Actual Start Date   *Date (MM/DD/YYYY format)*
Estimated Completion Date   *Date*
Percentage of Time Remaining on the task   ##%

II. TO COST SUMMARY

Current Task Value (Negotiated Amount) $ ###,###
Total Obligation Amount to Date $ ###,###

	Cumulative	Reporting Period
Labor Costs	$ ###,###	$ ###,###
Travel Costs	$ ###,###	$ ###,###
Other ODC Costs	$ ###,###	$ ###,###
Total Actual Costs	$ ###,###	$ ###,###
Planned Costs	$ ###,###	$ ###,###

Percentage of Funds remaining on the task   ##%
Amount Invoiced to Date $ ###,###
Amount Paid to Date $ ###,###

III. TO LABOR HOURS SUMMARY

Labor Category	Total Hours Negotiated for Task Order	Hours Expended to Date (include Subcontractor)	% Expended to Date (based on Total Available Hours)	Hours Authorized in Work Requests
(List each labor category in the TO)	####	####	##.#%	####
Total	####	####	##.#%	####

IV.   TO STATUS SUMMARY
(Provide a brief overview of the work to be accomplished for the overall task and the
status of the task order. Provide a list of all active work requests and include those
completed or cancelled during the current reporting period. A copy of all new or

modified work requests shall be submitted with the monthly status report to the CO and the Lead COTR.)

a)   WORK ACCOMPLISHED DURING THIS PERIOD. (Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

b)   ISSUES OR ANTICIPATED/CURRENT PROBLEMS. (Provide a brief description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates if identified in work requests, the Estimated Completion Date, the software development plan schedule, or costs. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

    1)   the cost or schedule variances exceed plus or minus 10%

    2)   the Estimated Completion Date does not match the Period Of Performance

    3)   an actual delivery date is different from the deliverable due date and/or

    4)   the plan to expend funds remaining does not equal the time remaining

c)   PLANNED WORK FOR NEXT PERIOD. (Provide a brief description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the task order would be proposed in this section.)

J.14.5   Term/T&M TO Status Report (Over $500k)

For the Period *Date (M*M/DD/YYYY*)* to *Date (M*M/DD/YYYY*)*
Contractor Name
Contract Number
Task Order Number
*Report Date (M*M/DD/YYYY*)*

Task Title	Task Title	Phone
COTR	COTR Name	(###) ###-####
Lead COTR	Lead COTR Name	(###) ###-####
contractor Project Manager	Project Manager Name	(###) ###-####

Period of Performance: Date (MM/DD/YYYY format) to Date
(Original)

                                         Date (MM/DD/YYYY format) to Date (Latest Modification #)

I. SCHEDULE INFORMATION

TIPSS-3 CONTRACT NUMBER: «Contract_»

Actual Start Date   Date (MM/DD/YYYY format)
Estimated Completion Date   Date (MM/DD/YYYY format)
                                                              (based on available funds)

Percentage of Time Remaining on the task   ##%

II.   TO COST SUMMARY

Current Task Value[2] $ ###,###
Total Obligation Amount to Date $ ###,###

	Cumulative	Reporting Period
Labor Costs	$ ###,###	$ ###,###
Travel Costs	$ ###,###	$ ###,###
Other ODC Costs	$ ###,###	$ ###,###
Total Actual Costs	$ ###,###	$ ###,###
Planned Costs	$ ###,###	$ ###,###

Percentage of Funds remaining on the task   ##%
Amount Invoiced to Date $ ###,###
Amount Paid to Date $ ###,###

III. <u>TO LABOR HOURS SUMMARY</u>

Labor Category	Total Hours Negotiated for Task Order	Hours Expended to Date (include Subcontractor)	% Expended to Date (based on Total Available Hours)	Hours Authorized in Work Requests
(List each labor category in the TO)	####	####	##.#%	####
Total	####	####	##.#%	####

IV. TO STATUS SUMMARY
(Provide a brief overview of the work to be accomplished for the overall task and the status of the task order. Provide a list of all active work requests and include those completed or cancelled during the current reporting period. A copy of all new or modified work requests shall be submitted with the monthly status report to the CO and the Lead COTR.)

A.   WORK ACCOMPLISHED DURING THIS PERIOD

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[2] Negotiated amount.

TIPSS-3 CONTRACT NUMBER: «Contract_»

(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B.   ISSUES OR ANTICIPATED/CURRENT PROBLEMS
(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost or schedule variance, deliverable dates if identified in work requests, the Estimated Completion Date, the software development plan schedule, or costs. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

1. the cost or schedule variances exceed plus or minus ten percent (10%),
2. the Estimated Completion Date does not match the Period Of Performance,
3. an actual delivery date is different from the deliverable due date, and/or
4. the plan to expend funds remaining does not equal the time remaining.)

C.   PLANNED WORK FOR NEXT PERIOD
(Provide a description of the work planned for the next reporting period, referencing the software development plan, if applicable. Any re-planning of the task order would be proposed in this section.)

TASK ORDER STATUS REPORT GRAPHS

Using the planning data from the task order technical proposal, work requests, or the Software Development Plan, if applicable, and the cumulative information reported in the Monthly Status Report, prepare two line graphs for each task order Status Report. The first graph will depict the cumulative planned level of effort, the actual hours expended to date and the projected burn rate for the task. The second graph will include the cumulative planned costs, the cumulative actual costs to date (including labor, travel and other ODCs) and the projected costs based on planned costs for the task.

If the graphs are based only on work requests issued to date, the contractor shall make note of that on the charts. In that case, the contractor shall also indicate in a footnote the available hours for which work requests have not been issued. The remaining dollars and hours not allocated by work requests shall be averaged across the remainder of the period of performance by the contractor's accounting periods and included with the projected burn rate and projected costs.

Included within each labor hours graph and each cost graph, the contractor will include a separate graph depicting the planned level of effort / cost by accounting period for the performance period. Ideally, the hours/costs should be re-planned periodically based on new or modified work requests or adjustments to the project,
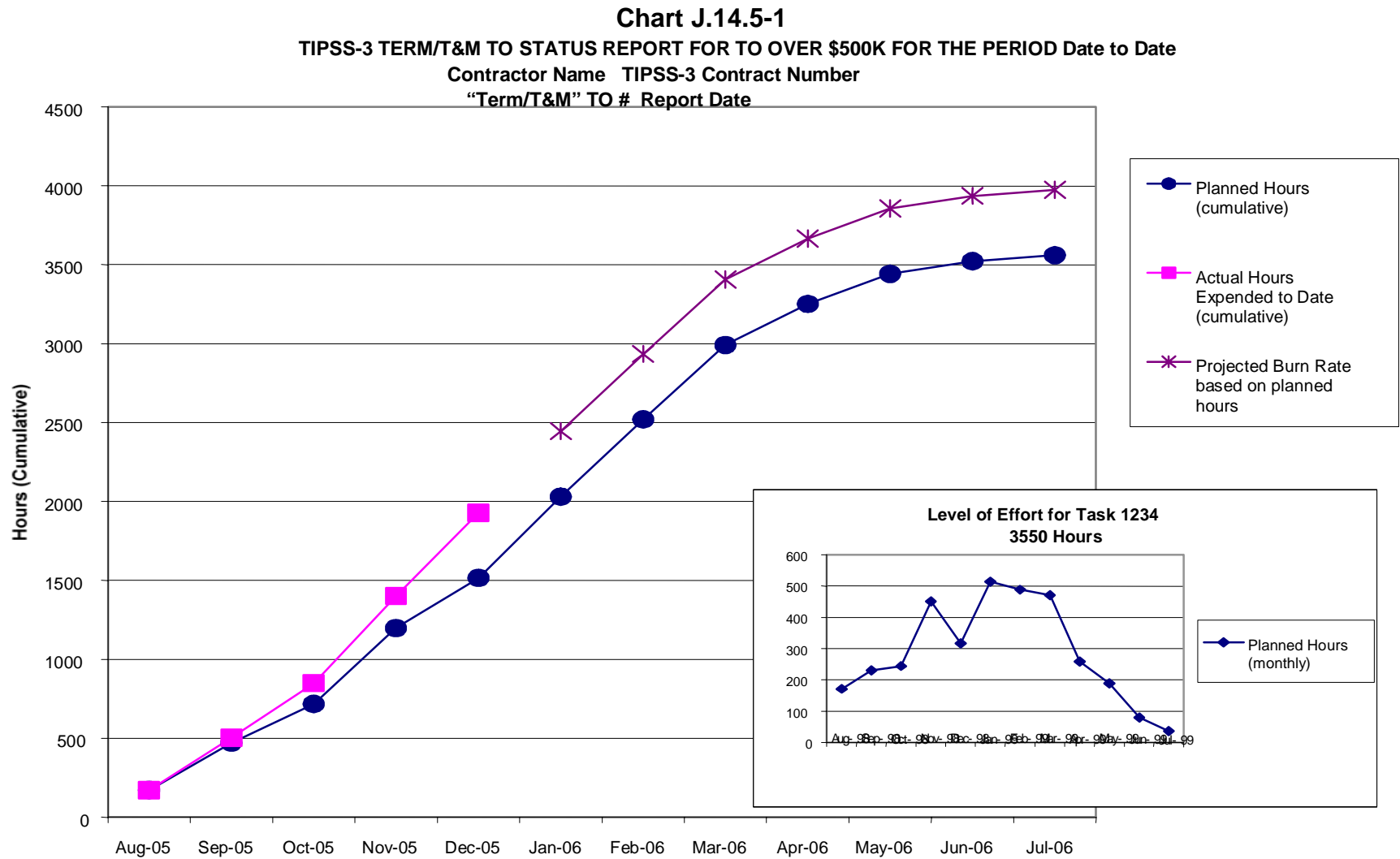
including modifications to decrease or increase the level of effort. These graphs may be inset in the main graph or attached separately.

The next three pages provide examples of two labor hour charts and one cost chart. Please note that only one type of labor hour chart would be required for a task.

The first chart, Chart J.14.5-1, is a labor hour chart with a defined plan for Sample Task 1234. The second chart, Chart J.14.5-2, is an example of a labor hour chart for a task with essentially no plan. In that case, the total level of effort available is divided evenly across the period of performance. The final chart, Chart J.14.5-3 is the cost chart for Sample Task 1234.

TIPSS-3 CONTRACT NUMBER: «Contract_»

Chart J.14.5-1
TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO OVER $500K FOR THE PERIOD Date to Date
Contractor Name   TIPSS-3 Contract Number
"Term/T&M" TO # Report Date

TIPSS-3 CONTRACT NUMBER: «Contract_»

Chart J.14.5-2
TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO OVER $500K FOR THE PERIOD Date to Date
Contractor Name TIPSS-3 Contract Number
"Term/T&M" TO # Report Date

TIPSS-3 CONTRACT NUMBER: «Contract_»

Chart J.14.5-3
TIPSS-3 TERM/T&M TO STATUS REPORT FOR TO OVER $500K FOR THE PERIOD Date to Date
Contractor Name   TIPSS-3 Contract Number
"Term/T&M" TO# Report Date
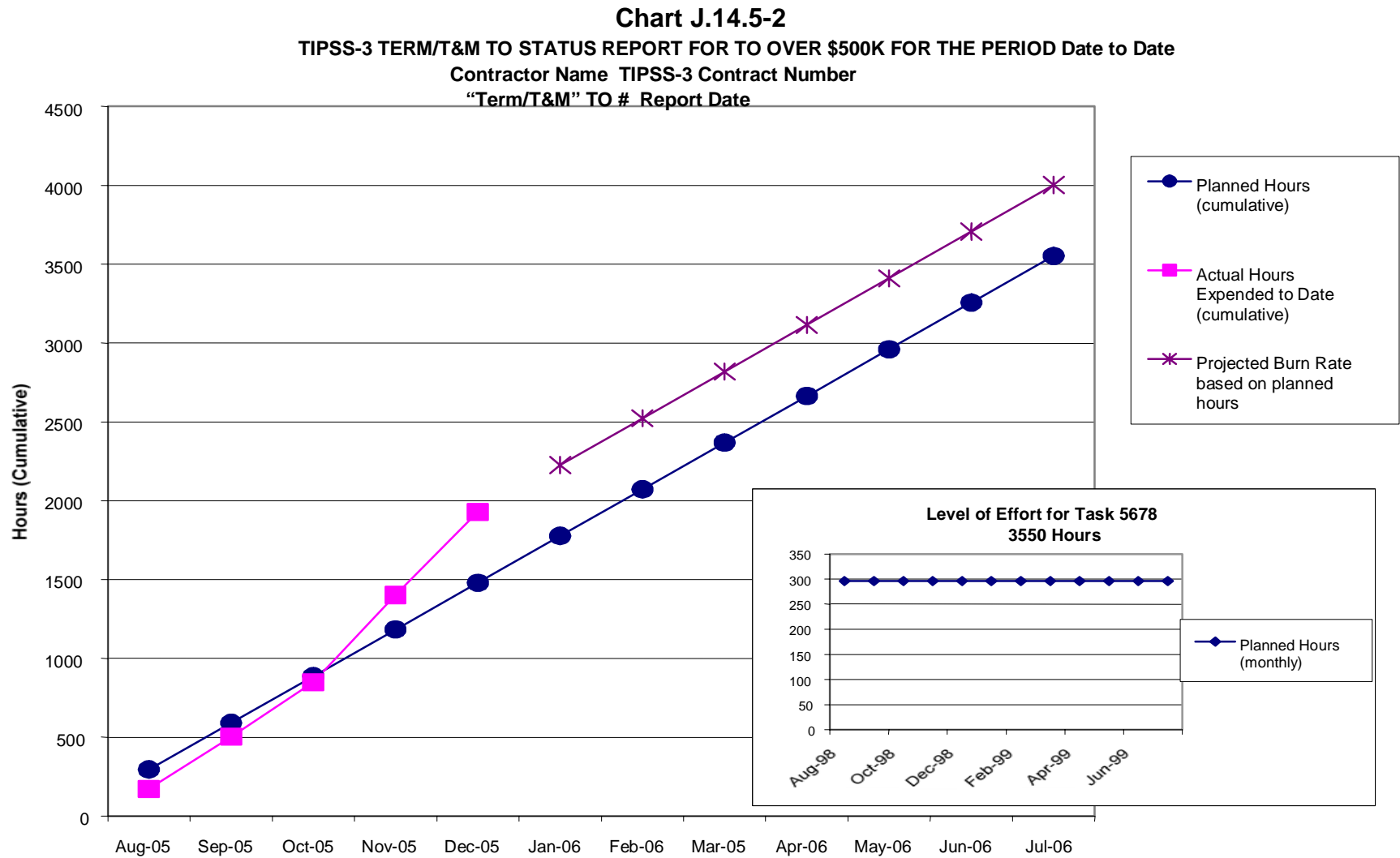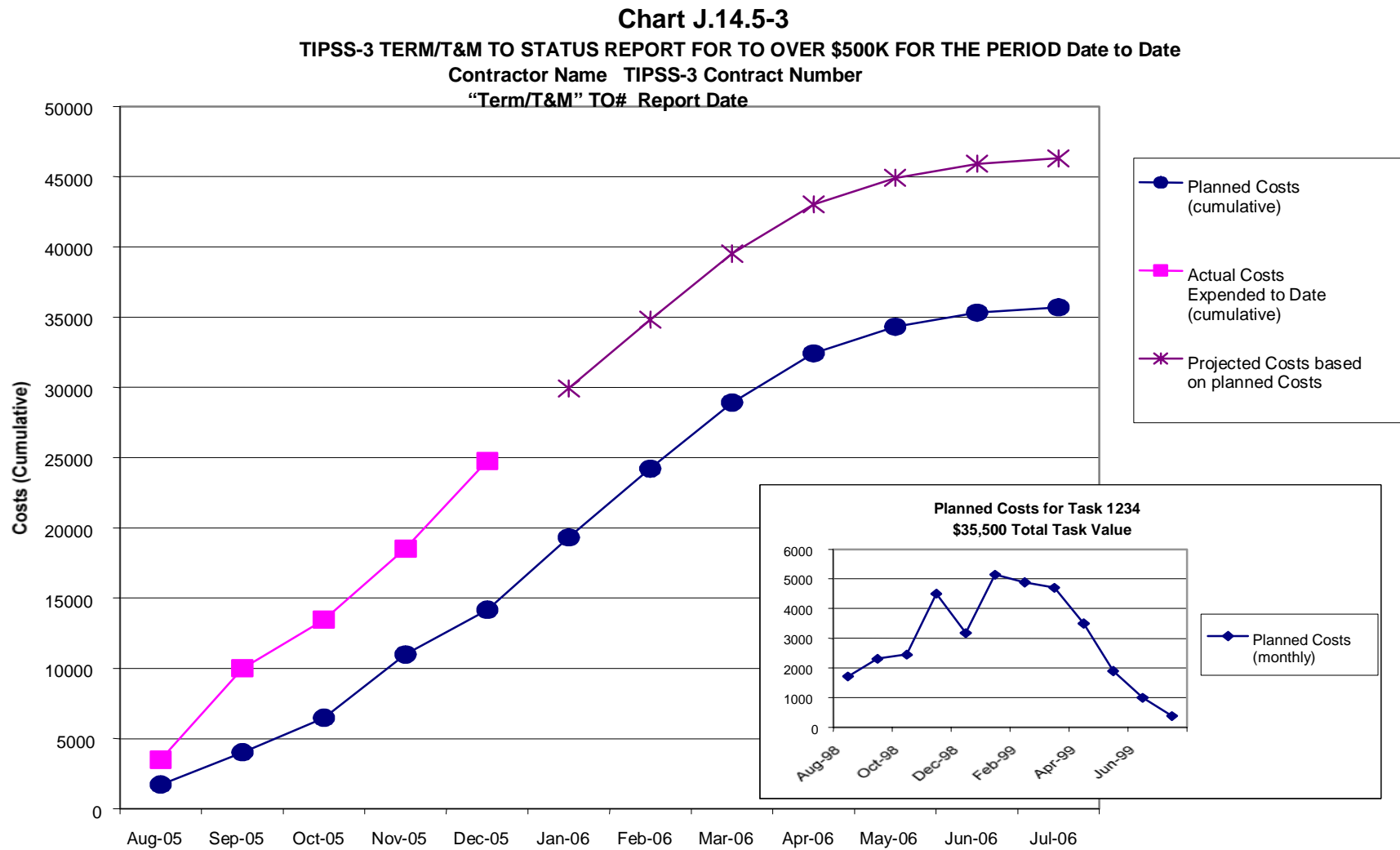
TIPSS-3 CONTRACT NUMBER: «Contract_»

J.14.6   Fixed-Price TO Status Report

for the Period *Date (MM/DD/YYYY)* to *Date (MM/DD/YYYY)*
Contractor Name
Contract Number
Task Order Number
Report *Date (MM/DD/YYYY)*

Task Title	Task Title	Phone
COTR	COTR Name	(###) ###-####
Lead COTR	Lead COTR Name	(###) ###-####
contractor Project Manager	Project Manager Name	(###) ###-####

Period of Performance: *Date (MM/DD/YYYY)* to *Date (MM/DD/YYYY)* (Original)
                                              Date (MM/DD/YYYY) to *Date (MM/DD/YYYY)*
                                              (Latest Modification #)

I.   SCHEDULE INFORMATION
    Actual Start Date   *Date (MM/DD/YYYY)*
    Planned Completion Date   *Date (MM/DD/YYYY)*
                                              (based on available funds)

II. TO COST SUMMARY
    Current Task Value $ ###,###
    Total Obligation Amount to Date $ ###,###

    Amount Invoiced to Date $ ###,###
    Amount Paid to Date $ ###,###

III. DELIVERABLE STATUS

Deliverable Name	Deliverable Number	Due Date	Expected Date	Actual Delivered Date	Customer Acceptance Date
List each individual deliverable, milestone or interim progress item identified in the task order					

IV. TO STATUS SUMMARY
(Provide a brief overview of the work to be accomplished for the overall task and the status of the task order.)

A.   WORK ACCOMPLISHED DURING THIS PERIOD
(Provide a brief description of the work accomplished, emphasizing the progress made since the last reporting period. Work should be reported against a software development plan, if applicable.)

B.   ISSUES OR ANTICIPATED/CURRENT PROBLEMS
(Provide a description of any unresolved and/or anticipated problems, as they relate to the cost, deliverable dates, the Planned Completion Date, or the software development plan schedule. Explain variances in schedule and/or cost that exceed plus or minus 10%. Confirm whether the project is on schedule and within proposed costs or explain the nature and extent of the delay whenever:

1) the Planned Completion date exceeds the scheduled completion date
2) an actual delivery date is different from the deliverable due date, and/or
3) the Estimate at Completion exceeds the current task value.)

C.   PLANNED WORK FOR NEXT PERIOD
(Provide a description of the work planned for the next reporting period, referencing the software development plan (if applicable). Any re-planning of the task order would be proposed in this section.)

J.14.7   Quarterly Subcontractor Report

For The Period *Date (MM*/DD/YYYY*)* to *Date (MM*/DD/YYYY*)*
Contractor Name
Contract Number
Report *Date (MM*/DD/YYYY*)*

(List in alphabetical order, all approved subcontractors for your contract and in which of your awarded principal task areas they have expertise.)

Subcontractor Name	Principal Task Area(s)

J.14.8   Quarterly Government-Owned/Contractor-Held Property Report (Part 1)

Government-Owned / Contractor-Held Property Report for the Period *Date (M*M/DD/YYYY*)* to *Date (M*M/DD/YYYY*)* Contractor Name Contract Number Task Order Report *Date (M*M/DD/YYYY*)* Software and Documentation								
Category	Make/ Brand	Package & # of Licenses	Serial #	Acquisition Order Amt	Warranty Period	Date Provided	Date Returned	Installed Site
GFP[3]	Lotus	123 v.4.0, 1 lic	123456	$495	90 days	3/4/97	N/A	Vendor Site 1
CAP[4]	Scitcor	P/S 6, 1 lic	123456	$225	90 days	2/15/97	N/A	Vendor Site 2
GFP[3]	Gov't Document	5 copies	FSP 3.1.2.6	N/A	N/A	2/15/97	N/A	Vendor Site 2
Disposed[5]	Microsoft	MS Office, network for 15 licenses	12abcd56	$495	90 days	2/15/97	3/1/96	Vendor Site 2 returned to NCFB

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[3] Government-furnished property (GFP)= government-furnished equipment, (GFE) and government-furnished Information (GFI)
[4] Contractor acquired property = government owned, contractor provided
[5] GFP which has been returned to the government

TIPSS-3 CONTRACT NUMBER: «Contract_»

J.14.8 Quarterly Government-Owned/Contractor-Held Property Report (Part 2)

Government-Owned / Contractor-Held Property Report for the Period Date (MM/DD/YYYY) to Date (MM/DD/YYYY) Contractor Name Contract Number Task Order Number Report Date (MM/DD/YYYY) Hardware											
Category	Make/ Brand	Model	Serial #	Acquisition Cost	Purchase Order	Internal Components	Software Installed	External Components	**Warrant**	Install Date	Installed Site
GFP	AST	486/33	123456	$2,295	123456	8 MB RAM, 1G Drive, CD-ROM	WP 6.1, MS Office, Windows 3.1	28.8 Modem, CRT, Mouse	90 days	3/4 /97	Vendor Site 1
CAP	Dell	486/66	12345	$3,100	124579	16 MB RAM, 1.2 GB Drive, Sound Card, Quad speed CD	WP 6.1, MS Office, Windows 3.1	None	1 year	2/15/97	Vendor Site 2
Disposed 3/30/96	Dell	486/66	12346	$3,100	124579	16 MB RAM, 1.2 GB Drive, Sound Card, Quad speed	WP 6.1, MS Office, Window	None	1 year	2/15/97	Vendor Site 2, returned to NCFB

TIPSS-3 CONTRACT NUMBER: «Contract_»

					CD	s 3.1			2/15/98

J.14.9   Quarterly Agency/Bureau Report

For The Period *Date (MM/DD/YYYY)* to *Date (MM/DD/YYYY)*
Contractor Name
Contract Number
Report Date *(MM/DD/YYYY)*

Bureau Name	Task Order Number and Mod Number	Type of Task	Principal Task Area	Task Order Start Date	Task Order End Date	Total Negotiated Value of Task To Date (Including All Options)	Total Amount Obligated to Date (Including All Options)	COTR Name, Address & Phone Number

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J.15   Task Order Placement Procedures

J.15.1   Introduction

Pursuant to FAR 16.505(b), orders under Multiple Award Contracts, the following procedures and selection criteria will be used to provide multiple awardees a fair opportunity to be considered for each order underTIPSS-3.

J.15.2   Requirements Definition

The Government customer and the Requirements Development Team (RDT) within the TIPSS Program Office precede all task order awards with the development of a requirements package. Treasury Bureaus and all other agencies authorized to use TIPSS-3 may elect for the IRS to conduct task order negotiation, award, administration, performance assessment, and closeout.

J.15.3   Contractor Selection Procedures

These task order placement procedures are outgrowths of experience under the predecessor contracts and as mandated by FAR 16.505(b). They are intended to accommodate real and significant differences between Treasury requirements in a manner consistent with law and regulation.

They thus recognize highly differentiated requirements, and enable the CO to exercise broad discretion as mandated by FAR 16.505(b). Task orders will be identified as fitting primarily within one of the three principal task areas (ISS, SSS, or SBS) under which award to a particular contractor was made. And then, only those contractors who were awarded that principal task area will be considered for issuance of the task.

Major differences in the character of individual technical requirements will lead to different types of appropriate selection methodologies. The CO, in consultation with the RDT facilitator and customer, will determine and use the procedures that are in the Government's best interests. Oral presentations may be required as a part of any of the methodologies outlined below. However, their use will normally be limited and apply only to selected solicitations using the procedure described in (b) below.

Task order technical requirements can be generally characterized and procedurally sorted as indicated below. The Government may use any one methodology described below, or combination thereof, for any requirement under the contract regardless of dollar value and scope. Selection criteria include, but are not limited to, such factors as project profiles with pertinent experience, past performance, quality of deliverables, key personnel, price, and cost.

a) <u>REQUEST FOR TASK RESPONSE (RTR)</u>
This procedure is generally used for requirements of small and moderate complexity and estimated dollar amounts. Relatively common, well-known technology and the interest of multiple firms are usually involved. Typical characteristics include relatively well-known technology, multiple firms having established capabilities, and a minor amount of subcontracting. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTR form, the SOW, and the Labor Hour Estimate Worksheet.

b) <u>REQUEST FOR TASK COST PROPOSAL (RTCP)</u>
A competitive procedure used for complex acquisitions with higher dollar amounts. The acquisitions under this procedure are expected to involve more complex skill sets, sophisticated technology, and/or major subcontracting effort. The effort may have a significant impact on the TIPSS customer organization and be critical to its success. The solicitation package (i.e., the announcement) includes the e-mail to contractors, the RTCP form *(rtcp-form.doc)*, and SOW. The contractor's response would include a technical and full cost proposal.

c) <u>SINGLE SOURCE</u>
Per <u>FAR 16.505(b)(2)</u>, award may be made on a single source basis under the following conditions if the CO determines that:
1) the agency need for the particular services is of such urgency that providing all contract awardees an opportunity to be considered would result in unacceptable delays, or
2) only one contract awardee is capable of providing the services at the level of quality required because the services to be ordered are unique or highly specialized, or
3) the task order is to be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to an order already issued under the contract, if all awardees were given a fair opportunity to be considered for the original order, or
4) it is necessary to place an order to satisfy a minimum guarantee.

The CO will document the appropriate exception used to issue task orders under the Single Source Methodology.

J.15.4   Request for Information (RFI)

An RFI may be used to gather information on capabilities of TIPSS contractors' abilities prior to soliciting selected contractors for full technical and cost proposals under the RTCP process. The announcement will include the e-mail to contractors and a draft SOW. No awards will be issued as a result of an RFI.

J.15.5   Orientation Briefing

Within two weeks of task order award, the contractor shall conduct an orientation briefing for the Government. The Government does not desire an elaborate orientation briefing nor does it expect the contractor to expend significant resources in preparation for this briefing. Rather, the intent of the briefing is to initiate the communication process between the Government and contractor by introducing key task order participants, explaining their roles, reviewing communication ground rules, and assuring a common understanding of task order requirements and objectives.

The orientation briefing shall be held at the Government's facility and both parties shall mutually agree upon the date and time.

The completion of this briefing shall result in the following:

1. The contractor and Government personnel who will perform work under this task order will be introduced.

2. The Government will show the applicable facilities to the contractor, if the contractor will be performing work on the Government's site.

3. The Government may provide any GFP to the contractor at this time.

4. Any issues concerning the contractor clearances for contractor personnel will be discussed.

5. The contractor shall demonstrate confirmation of their understanding of the work to be accomplished under this SOW.

6. The contractor shall provide the accounting period end dates to be used for the term of this task order.

J.15.6   Use of Work Requests (WRs) for Term, Task Orders

The COTR will identify all work requirements in the form of individual WRs. For each WR, necessary Government information, resources and/or sites will be identified and supplied (see section J.15.6 for a sample WR form).

Selection, scheduling, control, and supervision of the contractor's employees are solely the contractor's responsibility. The Government and the contractor understand and agree that the services to be delivered under SOWs are non-personal services and the parties recognize and agree that no employer-employee relationship exists or shall exist under the contract between the Government and the contractor.

Whenever the COTR requires a sub-task to be performed under a task order, the COTR may contact the contractor representative to discuss the requirement prior to issuing a written WR. Such discussion will include identification of the sub-task as delineated in the task order, estimated level of hours and skill mix, work products(s) required and due date(s), completion date of the overall work, performance site(s), and any additional Government furnished property (GFP). The function of this discussion is to arrive at a mutual agreement of a reasonable estimate for the hours and skill mix for the WR, that would fit within the available hours and skill mix within the task order.

It is intended that there be a reasonable level of coordination for the available overall hours and skill mix among the WRs issued under this task order. The overall hours and skill mix, the various work products required, and the costs for all issued WRs will have already been negotiated and accepted by both the CO and the contractor in the task order.

The contractor is reminded that at no time shall the above-stated discussions between the COTR and the contractor for the WR involve any negotiations that would change the terms and conditions of the task order. During this discussion, the contractor representative may raise any questions or issues to clarify the requirement for the specific WR.

Upon mutual agreement of the work to be performed for the requirement, the COTR will submit a written, signed WR to the contractor representative who will also sign the WR. The COTR will then forward a copy of the signed WR to the Organizational Coordinator, Lead COTR, and CO.

J.15.6.1 Sample WR Form

Contract #
Task Order #

WR Title
WR #
Date Issued:

1. As delineated In Section C.3 of the task order, sub-task(s) to be performed:
    a.

2. Skill categories and applicable estimated number of hours:
    a.

3. Required product(s), due date(s), and specific acceptance criteria:
    a.

4. Travel:

    4.1 Estimated Local Travel

    Enter # of local trips

    4.2   Estimated Non-Local Travel:

Sub-task #	Origin	Destination	# Trips	# Travelers	# Days
C.3.2.2	Washington, DC	Fresno, CA	1	2	5

5. Performance site(s):
    a.

6. Additional Government furnished property:
    a.

Issuance of Work Request:

_____   _____
COTR   Date

_____   _____
Contractor Representative   Date

TIPSS-3 CONTRACT NUMBER: «Contract_»

Completion of Work Request:

_____   _____
COTR   Date

_____   _____
Contractor Representative   Date